29 November 1955

OFFICE OF PERSONNEL MEMORANDUM NO. 20-615-3

SUBJECT: Civil Service Retirement

REFERENCES: Agency Regulations on Civil Service Retirement and Chapter R-5, Federal Personnel Manual

RESCISSION: OPM 20-615-2 (10-54), same subject, dated 12 February 1954

1. This memorandum establishes the procedures to be followed within the Office of Personnel in administering the Civil Service Retirement program, as prescribed in Agency regulations.

2. Retirement Information

a. Interviews of Headquarters Personnel Prior to the Time of Separation.

(1) The Casualty Affairs Branch, Insurance and Claims Division (CAB/ICD) is responsible for discussing with interested employees their prospective retirement coverage, status and entitlements. The following factors as applicable in individual cases will be reviewed:

(a) Eligibility for retirement

(b) Length of civilian and military service

(c) Creditability of service

(d) Types of annuity available

(e) Survivor benefits

(f) Advantages in making voluntary contributions, deposits and redeposits

(g) Estimated amount of the employee's annuity or refund

(h) Effective retirement coverage under Federal Employees' Group Life Insurance (FEGLI) program

(i) Procedures for making application

(2) In connection with such interviews, CAB/ICD will provide, upon request, an estimate of an individual's creditable service and the potential annuity and/or refund which he may be entitled to receive, as of a stipulated period. When requested, CAB/ICD will also

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DATE 17 JUN 1981 REVIEWER

arrange for the processing of applications for purchase of service credit and for the verification of periods of service.

b. Provision of Retirement Information at the Time of Separation

The Counseling Branch, Personnel Assignment Division (CB/PAD), or the Processing Branch, Contract Personnel Division (PB/CPD) in the case of a staff agent, will examine the employee's Official Personnel Folder at the time of the exit interview in order to make a general appraisal of the employee's retirement status.

(1) When it is apparent that an employee is only entitled to a refund, CB/PAD or PB/CPD, as appropriate, will apprise him of this fact and assist him in executing the required form. Staff employees, and staff agents as appropriate, will then be instructed to hand-carry the form to the appropriate Payroll Office.

(2) If the individual has not had a previous retirement interview but appears eligible for an immediate annuity upon separation, he will be referred to CAB/ICD for a discussion of his retirement status and for assistance in making an application.

(3) When it appears that an employee may be entitled to receive either a refund or a deferred annuity, he will be generally apprised by CB/PAD or PB/CPD of his retirement status. CB/PAD or PB/CPD ordinarily will then arrange for an interview by CAB/ICD except when the employee has previously had a retirement interview or CB/PAD or PB/CPD can properly advise the individual concerning his prospective entitlements, based upon discussions with the individual and a review of his Official Personnel Folder. CB/PAD or PB/CPD will arrange for CAB/ICD to interview the individual, if he is interested, when one or more of the following circumstances apply:

(a) Although the employee has had a previous retirement interview, he desires upon separation to submit an application for an annuity, rather than an application for a refund.

(b) It is not clearly evident from the salary and employment data contained in the employee's Folder what his prospective eligibility for retirement might be or what amount of annuity he might receive upon separation.

(c) The employee has a period or periods of service which may or may not be creditable and/or he has a period of service which may require a purchase of service credit in order to be credited, or fully credited.

(d) The employee is interested in specific retirement issues such as the relative advantages in making a voluntary contribution, and his eligibility for electing a survivor benefit.

e. Use of Attachment 1

Attachment 1 will be made available to employees during retirement interviews and exit interviews by CB/PAD or PB/CPD and CAB/ICD respectively.

3. Advance Notice of Age Retirement

a. The Transactions and Records Branch, Records and Services Division (TRB/RSD) will verify the service of each employee approaching mandatory age retirement. Verification will be obtained from the Civil Service Commission not less than 15 months but not more than 2 years in advance. For this purpose, TRB/RSD will arrange with the Correspondence Branch, RSD to prepare an appropriate letter to the Civil Service Commission, for signature and transmittal by the Director of Personnel (D/Pers). Following receipt of the verification, TRB/RSD will record the information on the employee's Service Record Card (SF-7) and place the original of the Commission's letter in the employee's Official Personnel Folder. Advance verification of service should not be obtained in advance of separation for a staff agent.

b. Advance notice of mandatory age retirement will be given an employee at least one year in advance of the date of his separation for retirement. (Although a minimum advance notice of 60 days is specified by regulations of the Civil Service Commission, an advance notice of at least one year will be given to Agency employees to facilitate their planning for retirement.) Approximately 14 months prior to the due date of a staff employee's separation, TRB/RSD will notify CAB/ICD that the employee's mandatory age retirement has been verified and specify the separation date. CAB/ICD will prepare a suitable memorandum of advance notice to the employee. This memorandum will be prepared for the signature of the D/Pers and will state the proposed effective date of separation and will cite Section 2(e) of the Retirement Act as authority for the retirement. CPD will arrange for the notification of a staff agent in a secure manner. When the memorandum is addressed to a staff employee stationed at headquarters, it will advise the employee of the facilities in CAB/ICD for providing a retirement interview and will request that the employee contact CAB/ICD for the purpose of arranging an appropriate time. CPD will arrange for a secure interview by CAB/ICD of a staff agent stationed at headquarters.

c. The memorandum of advance notice of age retirement will be sent through channels in duplicate to the employee affected and a copy will be forwarded for inclusion in the employee's Official Personnel Folder. The memorandum will contain signature lines for the employee and the appropriate Operating Official who will sign the copy upon receipt, thereby acknowledging that they have received notice of the prospective retirement. If,

however, the memorandum is transmitted to an employee stationed overseas, the office concerned will forward notification to the employee and will obtain information that he has duly received the advance notice. Following receipt of this information from the field, the office concerned will return the copy of the memorandum to CAB/ICD or PB/CPD, as appropriate, with an acknowledgement that the employee has received the notification. Upon notation in its records, CAB/ICD or PB/CPD will arrange for the memorandum to be filed in the employee's Official Personnel Folder.

4. Processing of Applications for Retirement and Death Benefits

a. Application for Retirement

CAB/ICD will review each Application for Retirement, Standard Form 2801, to insure that the form is properly executed and to determine if the data reported by the employee, such as the approximate years of service, title of position, etc., agrees with the official documentation of the employee's Official Personnel Folder and will contact the employee for any supporting papers needed or for clarification of conflicting information:

(1) Items 6, 7 and 8 will be filled out as follows:

(a) Item 6 - "CIA" will be stated as the organizational affiliation; subordinate units will not be shown.

(b) Item 7 - "Washington, D. C." will be listed as the place of employment.

(c) Item 8 - A general position title may be used if it is not an organizational title or otherwise peculiar to the Agency. (The general civil service title is acceptable.)

(2) In any case in which the creditability or length of service of the employee is not conclusive and there is sufficient time to obtain a verification of service, CAB/ICD will obtain a determination when security considerations permit. CAB/ICD will obtain the information by preparing a memorandum to the Civil Service Commission or by processing a Standard Form 2803, Application for Purchase of Service Credit, as appropriate.

(3) If the application is for disability retirement, CAB/ICD will secure the required supporting documents from the Medical Staff and the organizational unit concerned (see Attachments 3 and 4). CAB/ICD will request that the description of the disability be phrased in general terms if such disability was incurred in line of duty and is due to classified operations. The injury should be described in a manner that will permit the form to be unclassified.

b. Applications for Death Benefits

When an employee dies, CAB/ICD will review his file to determine whether this record indicates a survivor or beneficiary who may be eligible for death benefits. When applicable, CAB/ICD will forward Standard Form 2800, Application for Death Benefits, to the survivor concerned and inform him of the procedural requirements involved in making an application including the submission of a certified copy of the death certificate. (See Attachment 2.) "CIA" will be stated as the place of the decedent's employment and "Washington, D. C." as the location. The notification should specify that the form must be returned to the Office of Personnel, 2430 E Street N.W., Washington 25, D. C., instead of to the Civil Service Commission. Completed applications for death benefits will be processed by CAB/ICD.

c. Final Processing of Applications for Retirement and Death Benefits and Determination of FEGLI Coverage

(1) CAB/ICD will determine whether any special procedures or documentation is required to effect secure processing of Standard Form 2800, Application for Death Benefits, or Standard Form 2801, Application for Retirement, to the Retirement Division, Civil Service Commission. Standard Form 2806, Individual Retirement Record and Standard Form 2807, Register of Separations and Transfers, will be obtained from the Office of the Comptroller for attachment to the application involved. Completed applications will be forwarded to the D/Pers for signature and transmittal to the Civil Service Commission in either an overt or a secure manner, as the circumstances require. When security considerations so require, applications will be hand-carried to cleared personnel in the Commission for final processing.

(2) In case of retirement, a check will be made by CAB/ICD to determine whether or not the employee is covered by Federal Employees' Group Life Insurance. If the employee is covered, and he does desire to convert his coverage to an individual policy, Standard Form 56, Agency Certification of Insurance Status, will be transmitted with an application for retirement on an immediate annuity with 15 years of service.

5. Designation of Beneficiary

a. General

A designation of beneficiary is for lump-sum purposes only and does not affect the right of any spouse or dependent to receive survivor annuity benefits upon the death of the retired employee. A designation should be made only if the employee wishes to name some person or persons not stipulated in the order of legally prescribed precedence, or in a different order.

b. Designation at Entrance on Duty

TRB/RSD or PB/CPD, as appropriate, will acquaint each appointee of the order of precedence defined by law and will advise him to execute Standard Form 2808, Designation of Beneficiary, in duplicate, if he desires to elect the beneficiary out of the prescribed order.

c. Designation During Employment

(1) An employee may designate or redesignate a beneficiary out of the prescribed order of precedence at any time by executing and forwarding two copies of Standard Form 2808, Designation of Beneficiary, to the Office of Personnel. The forms will be routed for action to TRB/RSD or to PB/CPD in the case of a staff agent. PB/CPD will arrange with TRB/RSD to stamp the designation and will then forward it to the Finance Division.

(2) During an employee's processing for overseas assignment, the Central Processing Branch, RSD will advise him of his right to designate a beneficiary. CPB/RSD will assist interested employees to execute the form and will then forward it for stamping to TRB/RSD or PB/CPD, as appropriate. In the latter case, PB/CPD will arrange for TRB/RSD to stamp the form. The employee's copy will be forwarded to the office concerned for retention until the employee returns from overseas.

d. Designation at Time of Separation for Retirement

(1) Each employee in the Washington, D. C. area who does not apply for a retirement refund when he leaves the Agency will be advised by CB/PAD or PB/CPD, as applicable, of his right to designate a beneficiary out of order of precedence.

(a) If an employee executes a form at that time, the Chief, CB/PAD or Chief, PB/CPD, as appropriate, will process the form.

(b) CB/PAD will have the individual hand-carry both copies of the designation to the appropriate Payroll Branch unless the employee is applying for an immediate annuity in which event CB/PAD will hand-carry the form to CAB/ICD for transmittal to the Commission together with the application form. In such cases, CAB/ICD will destroy any previous designation of the employee upon its receipt from the Payroll Branch concerned. CB/PAD will also notify TRB/RSD of such a designation, or a change in designation, as applicable, for appropriate notation in the employee's Official Personnel Folder.

(c) PB/CPD will forward the form to the Finance Division unless the staff agent concerned is applying for an immediate annuity in which event the form will be forwarded to CAB/ICD.

(2) Since designations of beneficiary prepared before 1 September 1950 are no longer valid, CB/PAD or PB/CPD, as appropriate, will determine at the time of the exit interview whether or not a designation of beneficiary was executed by the employee before that date. In such cases, unless a designation was filed thereafter, the employee concerned will be advised to execute a new designation, if he currently desires a designation out of the order of precedence.

e. Processing of Standard Form 2808, Designation of Beneficiary

(1) Except when a designation is executed by CB/PAD or PB/CPD at the time of an employee's separation for retirement (pursuant to 5d above), the Chief, TRB/RSD is responsible for verifying that the form is signed, witnessed, dated and otherwise prepared in accordance with Civil Service Commission requirements.

(2) The official date and time of receipt will be stamped on both copies of Standard Form 2808, Designation of Beneficiary, by the Chief, TRB/RSD.

(3) The Chief, TRB/RSD or the Chief, PB/CPD in the case of a staff agent will detach the duplicate copy of the form and forward it through administrative channels to the designator for his personnel record. The original of the form will be forwarded to the Fiscal or Finance Division, as appropriate with an original and one copy of a transmittal memorandum. The memorandum will request the Division concerned to acknowledge receipt of the form on the copy of the memorandum and to return this copy to TRB/RSD or PB/CPD for filing in the employee's Official Personnel Folder. TRB/RSD or PB/CPD will maintain a third copy of the transmittal memorandum in suspense until the Fiscal or Finance Division concerned returns the acknowledged copy whereupon TRB/RSD or PB/CPD will destroy the suspense copy of the memorandum.

(4) The Fiscal or Finance Division, as appropriate, will retain the original copy of the form until the individual concerned leaves the Agency. Upon separation of the employee, the most recent form prepared by the employee will be attached to Standard Form 2806, Individual Retirement Record and Standard Form 2807, Register of Separations and Transfers, for transmittal to the Civil Service Commission.

6. Applications for Purchase of Service Credit

a. Regular Procedure

(1) Employee applications for deposits or redeposits will be submitted to CAB/ICD on Standard Form 2803 (or Standard Form 103), Application for Purchase of Service Credit, for assistance and processing.

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(2) Whenever possible, CAB/ICD will execute Schedules 1 and 2 of the form on the basis of the information available from the employee's Official Personnel Folder. The Chief, ICD will sign the form as evidence that the statements in Schedules 1 and 2 are based upon official records of the Agency and will forward the form to the Retirement Division, Civil Service Commission.

(3) If applicable, CAB/ICD will coordinate any security questions involved in processing such applications.

b. Special Procedure

The Chief, CAB/ICD will process applications for purchase of service credit through secure channels in the Civil Service Commission when special processing is justified on security grounds. (Reference – 25X1A [redacted] Supplement, Civil Service Retirement.)

7. Voluntary Contributions

If the office concerned interposes no security objections, an employee may make voluntary contributions to the Retirement Fund by submitting directly to the Civil Service Commission Standard Form 2804, Election to Make Voluntary 25X1A Contributions (See [redacted] Sections 6c and 7f). If this procedure is considered by the office concerned to be unsuitable for security reasons, the application 25X1A will be processed in a secure manner by CAB/ICD. (Reference – [redacted] Supplement, Civil Service Retirement.) Contributions will be made in lump-sum, rather than on an installment basis.

8. Processing Applications for Refunds

a. Regular Procedure

25X1A (1) An employee eligible for a refund, as indicated in Section 6d of [redacted], may make application when he is absolutely separated from the Federal service by executing Standard Form 2802, (or Standard Form 102), Application for Refund of Retirement Deductions. If the employee plans to reenter Government service at some future date, he should be informed of the necessity for paying back the deductions plus accrued interest in order to receive retirement credit for the period of service covered by the refund.

(2) CB/PAD or PB/CPD will assist interested individuals in preparing Standard Form 2802, Application for Refund of Retirement Deductions, at the time of the exit interview. Completed forms will be forwarded to the Payroll Branch of the Fiscal or Finance Division, as appropriate, for final processing and transmittal to the Civil Service Commission.

b. Special Procedures

A special procedure may be used for refund of retirement deductions directly by the Agency when disclosure of the individual's Agency connection would abridge security requirements. (Accrued interest will be paid under this procedure.) In accordance with the agreement between the Agency and the Civil Service Commission, the procedure must be used sparingly. All requests for direct refund will be referred to CAB/ICD for review and preparation of a memorandum for the signature of the D/Pers, approving or disapproving the request.

9. Re-employment of Annuitants

Whenever consideration is being given to the re-employment of a civil service annuitant, the case will be referred to the Office of the Director of Personnel for approval.

10. Liaison with Civil Service Commission

In accordance with the request of the Civil Service Commission, verbal liaison with the Chief, Retirement Division or cleared contacts in the Division concerning general inquiries or the secure processing of individual applications for retirement, purchase of service credit or voluntary contributions will be performed by a designated employee of CAB/ICD. This requirement, however, does not preclude other members of the Office of Personnel from working level contacts with members of Branches and Sections of the Retirement Division, in order to carry out assigned duties and responsibilities.

11. Information on Retirement Activities Performed by Comptroller

a. Making Retirement Deductions

When effecting salary payments to employees paid from vouchered funds, the Fiscal Division is responsible for concurrently transferring the total amount of retirement deductions from the CIA appropriation to the retirement fund in the U. S. Treasury. At the end of each month, the Finance Division prepares a check, payable to the Treasurer of the United States, for the actual amount of retirement deductions taken from salaries paid from unvouchered funds during the period and forwards the check to the U. S. Treasury through the Fiscal Division.

b. Processing Individual Retirement Records

(1) When an individual enters on duty, TRB/RSD initiates Standard Form 2806, Individual Retirement Record, and forwards it to the Fiscal or Finance Division, as appropriate. The Division concerned maintains a record of retirement deductions taken during the individual's employment in the Agency. When an employee transfers between vouchered and unvouchered funds, his Standard Form 2806, Individual Retirement Record, is also transferred.

(2) When an employee separates from the Agency, the Fiscal Division transmits Standard Form 2806, Individual Retirement Record, and Standard Form 2807, Register of Separations and Transfers, to the Civil Service Commission except when the Office of Personnel obtains these forms for transmittal with a retirement application. Finance Division forwards Standard Form 2806's for employees paid from unvouchered funds to the Commission through the Fiscal Division.

25X1C [redacted]

25X1A [redacted]

Harrison G. Reynolds
Director of Personnel

Attachments:
1 - Retirement Benefits at Separation
2 - Sample Letter to Beneficiary Concerning Death Benefits
3 - Sample Memo Requesting Examination for Disability Retirement
4 - Sample Memo Requesting Medical Report for Employee Located outside Washington, D.C.

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